*Dear Sir/Madam,*

*Thank you for taking the time to consider my application. I am very excited about the possibility of being a part of your organization. Utilizing my skills and abilities to benefit your organization is truly an exciting experience for me.*

*As detailed in my CV, I have extensive work experience in Administration/office environment as well as in research and teaching field, handling papers for MBA and BBA, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.*

*I am a reliable person who works hard, pays attention to detail and eager to learn from others. I'm keen to work for an organization with a great reputation and high profile like yours.*

*I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.*

*Yours sincerely*

***Dr. Unnimaya P.S.***

**Unnimaya P.S.**

Flat 2, Bldg 2139, Block 626, Road 2644, Al Nuwaidrat,

Southern Governorate,

Bahrain.

### unnimaya\_ps@yahoo.in

### unnimayaps007@gmail.com

**+973 34587139 / +973 39385893**

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| Dr. unnimaya P.S. Flat 2, Bldg 2139, Block 626, Road 2644, Al Nuwaidrat, Southern Governorate, Bahrain. +973 34587139 /+973 39385893unnimaya\_ps@yahoo.in / unnimayaps007@gmail.com  |
| Well qualified & Experienced HR/Admin Professional in fast paced environments that depend on efficiency and accuracy. Self-starter with strong Human Resources & Research background. A team player with good analytical, writing & presentation skills and computer expertise.  |

**PROFESSIONAL EXPERIENCE**

### Administrator in Real Value Contracting W.L.L, bahrain.

### Duration : 2018 March to 2019 December

Real Value Contracting is a leading construction and manpower supply company in the Kingdom of Bahrain providing Construction, Maintenance Services and Manpower supply to industries such as Oil & Gas, Power and Petrochemical.

**Key Responsibilities, but not limited to:**

* Day-to-day administrative activities including staffing, welfare, discipline & payroll to ensure proper implementation of Rules and Regulations
* Screening, conducting first round of telephonic interview and shortlisting candidates to schedule technical interviews
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirements in consultation with the management and ministry of Labor.
* Recording and maintenance of attendance to ensure employee punctuality
* Successful in implementing company policies / labor laws and take disciplinary action under Standing Orders.
* Additionally responsible for processing passport, visas, CPR, Immigration etc, and necessary documents for the employees
* Drafting of Minutes
* Tax / Vat Registration monitoring and filing follow up
* Communicates with executives and line management to gather and convey relevant information to associates

### HR Trainee in Kerala Minerals and Metals Limited, Kerala, India.

**Duration: 2017 August to 2018 January**

KMML is an integrated Titanium Dioxide facility having mining, mineral separation, synthetic rutile and pigment production plants; also produces Illmenite, Rutile, Zircon, Sillimenite etc. for various types of industries.

**Key Responsibilities:**

* Evaluation and management of Performance Appraisal System of employees
* Probation and Confirmation procedures of new recruits
* Assistance in Training & Development activities of the company (both internal & external)
* Training Need Analysis of Officers, Skilled & Unskilled workers
* Preparation of annual training plan including budget
* Updating training status in the HRIS database
* Collection and evaluation of Feedback Forms
* Payroll preparation and communicating with the finance department.
* Administration works related to Muster Roll, Verifying punching details of employees, Pass renewal and providing ID Cards for employees
* Managing MIS-HR Module
* Maintenance of Statutory Compliances like ESI, PF, Gratuity, online & offline claims.

### Assistant professor in Sree Narayana College for Technology & Research, Kerala- India.

**Duration : 2013 June – 2014 May**

Sree Narayana College is a professional college in Kerala offering Graduate and Post-Graduate programs in Technology, Management, Commerce and Arts.

###  Key Responsibilities:

* Handled papers Research Methodology, Business Communication, Human Resource Management, Principles of Management and Marketing Management.
* Guiding students’ projects
* Supervising examinations
* Evaluating students’ performance in seminars and internal exams
* Supporting extra-curricular activities
* Record keeping (attendance & internal marks) in college database
* Monthly students’ evaluation and contacting parents & attending PTA meetings.
* **PROJECT ASSISTANT at Urogulf Group of Companies, Cochin. Kerala-India.**

**Duration :** **2011 July – 2013 May**

Urogulf is India’s most desirable certificate attestation firm that works globally. It offers services such as VISA & Passport works, manpower recruitment, ticket booking, real estate, software solutions and investment schemes.

### Key Responsibilities:

* Providing training for the company employees when required
* Preparation of work flow chart in discussion with the project coordinator
* Coordinator of the teamwork & assigning tasks for the members
* Arranging weakly meeting with the team members
* Direct reporting to the Managing Director of the company
* Regular work follow up and achieving weekly targets.

**EDUCATIONAL DETAILS**

* **PhD in Management Studies**

University of Kerala, India. May 2019

* **M.A. Industrial Psychology**

Indira Gandhi National Open University, India. February 2015.

Passed with Distinction

* **M.Phil. in management**

University of Kerala, India. November 2011

Secured first rank in entrance examination and passed with an A grade

* **MBA specialized in HRM & Marketing**

University of Kerala, India. June 2010

* **B.Sc. Computer Science**

Institute of Human Resource Development (IHRD) Adoor, India. April 2008

**SKILLS**

* Expertise in MS Office packages & statistical tools like SPSS
* Good practical Knowledge in Computers & Internet operations
* Report writing skills including graphical data
* Written and Verbal skills in English, Hindi & Malayalam

**ACHIEVEMENTS**

* Over 5 years of Research experience in HRM.
* 3 Individual paper presentations in National & International workshops on ‘Emotional Intelligence & Work-Life Balance issues.
* Published 5 papers on National and International journals with ISSN and ISBN number.
* Training and certification on ‘Data Analysis using SPSS & Amos’.
* Training and certification on ‘Social Science Research: Design, Data Mining and Statistical Modeling’.
* Certification on ‘Quantitative Research and Techniques using IBM SPSS’.
* Completed the certified trainer course in yoga, the Art of Living by Sri Sri Ravi Sankar.

 **PERSONAL PROFILE**

 Date of Birth: 31/05/1986

 Gender: Female

 Marital status: Married

 Nationality: Indian

 Passport number: M8076898 (Date of Expiry: 09/04/2025)

**Declaration**

I hereby affirm that the information provided here is accurate and true to the best of my knowledge.

**Unnimaya P.S.**